

Request for Proposals

SFY 2004 Section 604(b)

Water Quality Management Planning and *Smart Growth* Implementation Process Pass-Through Grant Program

TAKING ACTION TO COMBAT SPRAWL



MAIL ALL PROPOSALS BY APRIL 30, 2004 TO:

New Jersey Department of Environmental Protection

Division of Watershed Management

Bureau of Evaluation and Management:

401 E. State Street- 4th Floor East Wing

P.O. Box 418

Trenton, NJ 08625-0418

ATTENTION: TIME SENSITIVE

SFY '04 604(b) Grant Proposal

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Section 1- Water Quality Management Planning and Smart Growth Implementation Process Grant Program Overview

1.1 Introduction

In compliance with N.J.A.C. 52:14-24.4 et seq., the New Jersey Department of Environmental Protection's (Department) Division of Watershed Management (Division) is seeking proposals for Water Quality Management Planning and Smart Growth Implementation projects for State Fiscal Year (SFY) 2004, pursuant to Section 604(b) of the federal Clean Water Act (Act).

The Act, as amended, generally requires that at least 40 percent of the State's funds awarded under Section 604(b) be allocated to other organizations for Water Quality Management Planning activities. It is the purpose of the Water Quality Management Planning and Implementation Process Pass-Through Grant Program to satisfy those requirements. In State Fiscal Year 2004, (SFY '04), New Jersey's 604(b) Pass-Through Grant Program was expanded to include Smart Growth Implementation since that has become an integral part of our Statewide Water Quality Management Planning Program.

1.2 Purpose

For SFY '04, 604(b) Pass-Through Grant Program funds are being applied to the development of capacity analyses for existing wastewater infrastructure in designated growth areas of the state and the evaluation of the adequacy of existing infrastructure for supporting existing and new development in designated growth areas identified in the State Development and Redevelopment Plan, i.e. Planning Areas 1 and 2 and designated centers. Capacity analysis requires the identification and evaluation of all existing infrastructure, including but not limited to, collection, conveyance, distribution, and treatment systems necessary to provide adequate wastewater treatment and adequate conveyance capacity for the maximum population that can be supported by the designated growth areas. The results of the capacity analyses will be used by the Department to inform water quality management planning and permitting decisions made pursuant to the Statewide Water Quality Management Planning rules (NJAC 7:15).

1.3 Available Funding

A total of **\$218,683** is available for SFY '04 604(b) Pass-Through Grant Awards.

1.4 Grant Processing Schedule

Proposals for Section 604(b) grant projects must be postmarked or stamped "received" (if hand delivered) by **Friday, April 30, 2004**. Proposals must be submitted to the Division's Bureau of Evaluation and Management. Proposals will be reviewed based on the eligibility criteria and technical requirements provided in this guidance document. Selection of proposals for awards of grant funds will be made by **Wednesday, June 30, 2004**. Award recipients will be



notified in writing along with additional information on how to proceed with execution of the grant agreement.


1.5 Qualifications for Eligibility

Entities such as Regional Public Comprehensive Planning Organizations or interstate organizations created for the purpose of carrying out water quality management planning and implementation activities are encouraged to apply for these grant funds. Additional entities that may be eligible for funding include but are not limited to:

- Municipal planning boards or departments;
- County planning boards or departments;
- Designated water quality management planning agencies;
- Duly authorized wastewater management planning entities (pursuant to N.J.A.C. 7:15);
- State and regional entities located entirely within New Jersey;
- State government agencies, universities and colleges;
- Federal government agencies;
- Interstate agencies of which New Jersey is a member;
- Intrastate regional entities;
- County and Municipal Sewerage Agencies and Utilities Authorities
- Public water supply purveyors;
- Recognized Watershed Management Groups pursuant to NJAC 7:15-9;
- Watershed and water resource associations and other local nonprofit organizations recognized by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code.

In addition, the entity seeking funding must possess the following:

- Staff and resources with the capability, expertise and engineering experience necessary to perform the proposed work;
- Ability and authority to implement the proposed project; and
- Authority to release the information or data collected in support of the project, along with the project results, conclusion and recommendations, for use by the Department.

If an application is submitted by a contracted consultant or other agent acting on alf of the agency or government body seeking grant funds, the application must include explicit authorization from such agency or government body for the agent to act on their behalf.

Section 2- Proposal Requirements

2.1 Proposal Submission and Format

Three (3) hard copies and one (1) electronic copy (Microsoft Word or Adobe PDF) of the complete proposal must be postmarked or stamped “received” (if hand

delivered) to the following address no later than **Friday, April 30, 2004** to be considered for SFY '04 604(b) Pass-Through Grants:

**New Jersey Department of Environmental Protection
Division of Watershed Management
Bureau of Evaluation and Management
401 East State Street, PO Box 418
4th Floor, East Wing
Trenton, New Jersey 08625
Attn: Time Sensitive SFY '04 604(b) Grant Proposal**

2.2 Cover Page

The cover page of the grant proposal must contain the following information:

- Project Title (e.g. Capacity Analysis for “X” wastewater system in “Y” municipality, county, region, etc.)
- Watershed Management Area (if known)
- Wastewater Management Planning Area (if applicable)
- Grantee’s name, address, and phone number
- Contact Person’s name, address, phone number, fax number, and e-mail
- Total Project Cost
- Grant amount requested

2.3 Abstract

The proposal must include a brief abstract of the project that includes a summary of the information contained in the scope of work (see detailed description below) and can also serve as a stand-alone document.

2.4 Scope of Work

The proposal must include a scope of work that includes all of the elements described below. Any reference materials or maps should be added as an appendix and should not be included in the text of the scope of work. The scope of work shall contain:

Problems statement: The problem statement shall reiterate the grant purpose as applied to the specific study area/system(s) to be studied. For example: “This project will evaluate the capacity of “X” wastewater treatment facility and its associated infrastructure to provide for the wastewater treatment needs of “Y” (its franchise area, service area and/or wastewater management planning area).

Project Description: The project description shall explain the design of the project and how it will address the problem statement, including a brief description of the project scope, the study area/system(s) to be evaluated, their service/franchise areas, and methodology(ies) to be used to determine projected need and adequacy of the infrastructure to be evaluated. Adequate conveyance capacity is defined at N.J.A.C. 7:14A-1.2. Capacity analysis for wastewater systems shall be conducted in accordance with acceptable engineering practices

as well as the requirements and specifications prescribed at N.J.A.C. 7:14A-22.16. For more information, see the unofficial version of these rule provisions provided in the Appendix or go to <http://www.state.nj.us/dep/dwq/twa.htm>.

Task Description: Tasks are concise statements of activities that need to take place to implement the project and achieve the grant purpose. They are the steps to be taken to solve the problem statement. Task descriptions shall identify who will be responsible for implementing and reporting the outcome of each task. Each task shall be assigned a number, which shall be keyed to the task number used in the Task Description, Implementation Schedule, and Budget for the grant project.

2.5 Project Implementation Schedule

A complete grant proposal shall include a project schedule (following the table format provided below) that lists outputs/deliverables, tasks and responsible parties. The schedule should describe the total duration of the project from commencement to completion (one year) and should include a breakdown for each phase/key task of the project, including: administrative start time, all required paperwork and legal review, project completion and evaluation of the outcome described above, and preparation and submission of the final report. A goal/task table shall be included with the project schedule that contains the following information:

- Specific tasks to be implemented and who will be responsible for each task
- Start months and completion months for each task. Months should not be specified, but instead should be listed by number (i.e. from 1 to 12 for a one-year project)
- Quantified outputs, such as build-out analysis, population projections, infrastructure identification, quarterly and final reports, etc.
- Anticipated timeframe for achieving each project output

Project Implementation Schedule

Project Output (Deliverable): COMPLETION MONTH#/YEAR				
TASK	Responsible Party	Timeframe	Anticipated Start Date	Anticipated Completion Date
Task 1	Lead Agency –or–	Months	Month#/Year	Month#/Year
Task 2	Partner’s Name	Months	Month#/Year	Month#/Year
Task 3		Months	Month#/Year	Month#/Year

2.6 Budget

The budget section shall include a brief introductory discussion regarding the total project cost, followed by a table providing the cost for each task and a breakdown of how that cost was derived. Salary costs should be broken down by name and title of each person assigned to each task with a per-person cost derived from the number of hours worked per task multiplied by corresponded

hourly rate per person. All calculations must be shown. Other costs, such as contracted consultants, specific supplies, and travel, must also be included with supporting documentation. Costs for equipment shall not be included and are not eligible for funding under this grant program. The following categories of expenditures shall be included in the budget (as applicable):

- Salaries
- Benefits
- Travel (@ 0.31 cents per mile)
- Administration (rent, phone, etc.)
- Contractual Services

2.7 Geographic Information System Data

Any projects that require use a GIS data or mapping must follow the Department's *Mapping and Digital Data Standards, (2002)*, which may be found at www.state.nj.us/dep/gis. If the applicant is not able to comply with this guidance, the costs associated with activities using GIS will not eligible for funding.

2.9 Other Project Specific Information

- A USGS or State Plane map with project area delineated on it shall be included in the project proposal.

Section 3- Proposal Evaluation

The following evaluation criteria are provided to acquaint the applicant with the Department's project selection process.

3.1 Description Of How the Project Meets the Grant Purpose: Once completed, the capacity analysis should evaluate the capability of existing wastewater infrastructure to serve existing and new development in designated growth areas identified in the State Development and Redevelopment Plan (Planning Areas 1 and 2). Infrastructure includes but is not limited to collection, conveyance, distribution and treatment systems necessary to provide adequate wastewater treatment and conveyance capacity for the maximum population that can be supported by the designated growth areas. If the study determines that the existing infrastructure is inadequate to support the current and future needs of the designated growth areas, then the study shall also include recommendations for addressing such deficiencies while still supporting the Governor's Smart Growth Initiative.

3.2 Project Design- Nature, Extent, and Understanding of the Grant Purpose: In evaluating project proposals for funding, significant consideration will be given to the description of the project, its design, nature and the extent of the analysis to be conducted, as well as how the analysis will applied to the problem statement to satisfy the funding purpose.

3.3 Cost Effectiveness: Project costs will be evaluated for overall cost-effectiveness, i.e. the maximum product output per dollar spent, as well as the individual type and cost of products and services proposed to complete the project.

3.4 Applicant Resources, Ability, Past Performance, and Presentation: Applicants must demonstrate that they have all the necessary resources, expertise and ability to perform the proposed project in a well organized, concise, detailed project proposal. If the applicant has been funded previously by the Division, past performance will be taken into consideration. Timeliness, cooperation with Department staff and affected community/service area and providers, and goal achievement will all factor into this evaluation.

3.5 Project Results and Evaluation: Applicants must explain in sufficient detail the results of the capacity analysis including a conclusion and recommendations for action. The results should contain sufficient documentation of the sources of information and methodology used; basis for assumptions and projections; and any other information relevant to or supporting the conclusion and recommendations. The conclusion:

The project evaluation should include the following information:

- Summary of results
- Detailed evaluation of findings, including relevant tables, graphs, charts
- Breakdown of findings by relevant variables
- Detailed citation of all data sources
- Implications and Recommendations
- Recommendations for future action

Section 4- Additional Information

4.1 Quarterly Performance Reports

Performance reports shall be submitted to the Division on a quarterly basis. Quarterly performance reports shall provide an update and explanation of the project status. This report must follow the format below:

Title Page or Cover

- Title of Project
- Contact person or project manager/address/telephone number of grantee
- Report Period
- Project identification number

Summary of Progress to Date: Must include major project activities implemented, number of sites addressed, progress in attainment of the project objective, timelines, percentage of task complete, etc.

Slippage Report: Must describe any slippage in project timeline or budget along with an explanation and revised timetable, budget, and new completion schedule. Please note that project no cost time extensions must be applied for through the project manager and will only be granted when the grantee has demonstrated unforeseeable project setbacks. No project will be granted more than one no cost time extension unless an exception is given from the Director of the Division.

Problems/Issues: Must describe any problems encountered in project implementation, such as unanticipated events and their consequences, along with a description of the solutions applied (should cross-reference the slippage report is applicable).

Additional Information:

- Summary of Activities Planned in Next Project Period
- Surveys
- Attendance sheets

4.2 Expenditure Report

An expenditure report, also known as Attachment C in the executed grant agreement, is required to be submitted with every quarterly report. If there are no expenditures for the work period, the Expenditure Report must still be submitted indicating \$0 in the total. Fiscal Information should include: time sheets, phone logs, mileage logs, bills, and receipts for expenditures related to the project.

4.3 Final Report

A hard copy and an electronic version of the final report must be submitted to the 604(b) Grant Program upon completion of the project. The Division must deem the report acceptable prior to the release of final payment to the grantee. The following format shall be used:

Title Page or Cover

- Project Title
- Project Identification Number
- Watershed Management Area
- Wastewater Management Planning Area (if applicable)
- Grantee's name, address, and phone number
- Consultant's name, address and phone number (where applicable)
- Report Period
- Date of Project Completion
- Date of Final Report



Grantee Signature

- Signature of grantee attesting to completion and accuracy of the final report and authorizing its publication and submission/release to the Department for the Department's use.

Identification and Disclaimer

- Identification of funding sources and disclaimer (if required)

Executive Summary - A brief summary of the project final report that can also serve as a stand-alone document and includes the following information:

- Description of project area
- A brief summary of the project scope and methodology used
- Highlights of major results and conclusions
- Project implications and recommendations

Results of Project and Evaluation- The project evaluation should include the following information:

- Summary of results
- Detailed evaluation of findings, including relevant tables, graphs, charts
- Breakdown of findings by relevant variables
- Detailed citation of all data sources
- Implications and Recommendations
- Recommendations for future action

Appendix

N.J.A.C. 7:14A-1.2 Definitions

(UNOFFICIAL VERSION.

THE OFFICIAL VERSION CAN BE OBTAINED FROM WEST PUBLISHING, 1-800-808-WEST)

N.J.A.C. 7:14A-1.2 Definitions

As used in this chapter, the following words and terms shall have the following meanings.

"Adequate conveyance capacity" means:

1. In the downstream sewers, the peak dry weather flow does not exceed 80 percent of the depth of the pipe and the peak wet weather flow does not result in overflows or discharges from any unpermitted discharge location; and
2. In downstream pumping stations with two pumps, peak dry weather flow shall be handled by one pump, and in pumping stations with more than two pumps, peak dry weather flow shall be handled with the largest pump out of service, and the peak wet weather flow does not result in any overflow or discharge from any unpermitted discharge location.

N.J.A.C. 7:14A-22.16 Capacity assurance program

(UNOFFICIAL VERSION.

THE OFFICIAL VERSION CAN BE OBTAINED FROM WEST PUBLISHING, 1-800-808-WEST)

(a) Whenever the committed flow reaches or exceeds 80 percent of the permitted capacity of a treatment works, the participating municipalities and/or sewerage authorities shall submit to the Department a program to be implemented in order to prevent an overloading of their facility or a violation of their NJPDES permit. This program shall include, but is not limited to, the following:

1. Implementation of water conservation measures;
2. Reduction of inflow and infiltration (I/I) where appropriate. Measures shall be taken, to the satisfaction of the Department, which appropriately identify the causes and course of corrective action within a specified time frame;
3. Implementation of measures to maximize treatment plant capacity at a minimum cost;
4. Construction of improvements;
5. Disconnection of roof leaders, sump pumps and other sources of inflow, from sanitary sewer lines and connect into storm sewer lines where storm sewers are available and to the extent feasible;

6. Submission, on a quarterly basis, of a completed WQM007 Form to the Wastewater Facilities Regulation Program, Bureau of Construction and Connection Permits, CN-029, Trenton, New Jersey 08625; and

7. Preparation for the imposition of a self-imposed sewer connection ban, as required by N.J.A.C. 7:14A-22.17, in the event that it is anticipated that additional flows will result in violations of any pollutant parameter limits contained in the plant's NJPDES or NPDES permit.

(b) For treatment plants which are subject to excessive inflow and infiltration to the extent that NJPDES permit limits for flow are occasionally exceeded during wet months, the Department will consider issuing TWAs for additional flow if, in the sewerage authority's opinion, the affected sewage treatment plant can treat flows in excess of its permitted capacity and still maintain compliance with the pollutant limits specified in its NJPDES permit. In addition to the requirements in (a)1 through 7 above, the authority shall submit a detailed technical report demonstrating its findings and providing justification for the issuance of treatment works approvals for additional contributory flows.

1. The detailed technical report referenced in (b) above must contain a discussion of the following issues:

- i. The extent of inflow and infiltration;
- ii. Dry weather treatment capacity at the plant;
- iii. The plant's ability to treat additional flows;
- iv. Water quality issues;
- v. Status of the current NJPDES permit for the plant; and
- vi. The effect that such a decision will have upon the discharge limitations contained in future NJPDES permits.

(c) If the participating municipalities and authorities do not comply with (a) above, then the Department may issue a warning notice. A warning notice shall require the sewerage authority or municipality to prepare and submit a program pursuant to N.J.S.A. 58:10A-6(h)(3) and (a) above, within 45 days of receipt of the notice.

(d) Upon approval by the Department of a program submitted pursuant to (a) or (b) above, the sewage authority and participating municipalities shall give public notice of the program in a manner designed to inform local residents, developers, local planning board and other affected persons. Such notice shall include at least the following information:

1. The name, mailing address and telephone number of the owner of the treatment works;
2. The permitted capacity of the treatment works;
3. The committed flow to the treatment works;
4. A statement that the treatment plant is approaching its permitted capacity and the possibility exists that a sewer connection ban will be imposed if the plant is unable to maintain compliance with its discharge limits; and
5. Description of the service area including the participating municipalities.

(e) In the event that the committed flow to a sewage treatment plant is at or above 100 percent of the plant's permitted capacity, and the Department determines that issues involved in (a), (b) or (c) above have not been appropriately addressed and that additional flows above the plant's permitted capacity may result in violations of their NJPDES

permit, the Department may cease the further issuance of treatment works approvals for additional flow to the plant. In the event that such a decision is made, the Department, at its discretion, may grant exceptions for projects that require a TWA providing the project meets the sewer ban exemption criteria specified in N.J.A.C. 7:14A-12.22.

(f) Neither this section nor the provisions of N.J.A.C. 7:14A-22.17 shall apply to industrial treatment works that are direct dischargers to the waters of the State.